



South Carolina Department of Insurance

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MARK SANFORD
Governor

ELEANOR KITZMAN
Director of Insurance

MEMORANDUM

TO: Resident and Nonresident Producers Licensed in the State of South Carolina

FROM: Individual License and Education Division
South Carolina Department of Insurance

DATE: May 1, 2006

SUBJECT: Continuing Education Late Compliance Requirements

Pursuant to South Carolina Code Ann. Section 38-43-106 and South Carolina Code Ann. Regulation 69-50, the following guidelines apply to all licensed resident and nonresident insurance producers who failed to comply with South Carolina's continuing education requirements or request an extension by May 1, 2006:

REQUIREMENTS TO REINSTATE PRODUCER LICENSE

Individuals who did not request a written extension by May 1, 2006 to complete their continuing education requirements, or individuals who requested an extension but do not comply by the July 1, 2006 extension deadline may have their producer license privileges reinstated provided the following requirements are met by 5:00 p.m. on November 1, 2006.

RESIDENT PRODUCER

1. Resident producer must complete a total of 30 hours of continuing education (6 additional hours to the required 24 hours). Documentation of completion must be submitted by 5 p.m. November 1, 2006 to Thomson Prometric, South Carolina's Continuing Education Administrator. Thomson Prometric's mailing address and phone number is: 1260 Energy Lane, St. Paul, MN 55108, (800) 490-6551. This additional six-hour requirement is only for those individuals who failed to complete the twenty-four hours by the compliance deadline. Individuals who failed to comply because they did not pay the recordkeeping fee are not required to take any hours.
2. If not already paid, pay the continuing education recordkeeping fee (\$10.00 per year) by 5 p.m. November 1, 2006 to Thomson Prometric.
3. Pay a \$50.00 penalty fee to the South Carolina Department of Insurance by 5 p.m. November 1. Checks must be made payable and mailed to the South Carolina Department of Insurance at P.O. Box 100105, Columbia, SC, 29202.

NONRESIDENT PRODUCER

1. If not already paid, pay the continuing education recordkeeping fee (\$10.00 per year) by 5 p.m. November 1, 2006 to Thomson Prometric, South Carolina's Continuing Education Administrator. Thomson Prometric's mailing address and phone number is: 1260 Energy Lane, St. Paul, MN 55108, (800) 490-6551. Upon receipt of the fee payment, Thomson Prometric will verify home state licensure by checking the National Insurance Producer Database (PDB). If the CE Administrator is unable to verify licensure in the home state, a letter of certification will be required. Thomson Prometric will notify the Department when this requirement has been met.
2. Pay a \$50.00 penalty fee by 5 p.m. November 1, 2006. Checks should be made payable and mailed to the South Carolina Department of Insurance at P.O. Box 100105, Columbia, SC, 29202.

CHRONOLOGY OF COMPLIANCE

Apr. 1–May 1, 2006	Producers may request a 60-day extension, from Thomson Prometric to complete continuing education requirements.
May 1, 2006	Deadline for completing continuing education requirements.
July 1, 2006, 5:00 p.m.	The continuing education 60-day extension deadline ends for those producers who provided a written request for extension.
July 31, 2006	Appointment Renewal cut off. Any producer appointed after July 31, 2006 will not be required to have an appointment renewed during the 2006 appointment renewal process.
August 1, 2006	Producer's continuing education status will be updated in the Department's licensing database. Individuals may view their CE status online by doing a search at https://www.doi.sc.gov/Eng/Public/Static/DBSearch.aspx on the Departments website to find the CE status of producers. QF = Met CE requirements QE = Met CE requirements NQ = Not compliant with CE Exempt = Exempt from CE
August 31, 2006	SC Department of Insurance prepares appointment renewal. Any producer with an N.Q. status will not be included in the appointment renewal process. Producers who meet late CE compliance between August 31 and November 1, will not be on the 2006 appointment renewal. These individuals will need to be reappointed by their respective insurer.
October 1, 2006	All resident and nonresident producers who did not comply with continuing education requirements will have their licenses suspended and their appointments canceled by the Department. All licensing and appointment privileges will end on this date for these individuals.
November 1, 2006, 5:00 p.m.	All resident producers who did not comply with continuing education requirements due to nonpayment of continuing education recordkeeping fees and/or completion of continuing education hours will have their licenses canceled. According to state law, in order to regain licensing and appointment privileges, the producer must retake and pass the state's licensing exam, complete a new application, pay a \$20 license fee, submit a new SLED report and be reappointed by the insurer.
November 1, 2006, 5:00 p.m.	All nonresident producers who have not complied with continuing education requirements due to nonpayment of recordkeeping fees and complied with their respective home state's continuing education requirements will have their license and appointment canceled. In order to regain licensing status, the nonresident producer must complete a new application for licensure, pay a \$20 license fee and be reappointed by the insurer.